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25 May 1967

GENERAL NOTICE NO. 18

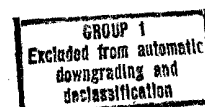
CONTRACTS ADMINISTRATION

1. The following list of instructions have been issued from time to time and are reissued now to inform new ORD personnel, and to remind all others, of ORD requirements for contracts administration:

- a. Contract Proposals. Each proposal shall have, as its first page, an abstract of no more than 12 lines summarizing the work to be done and a statement of the estimated cost.
- b. Inspection Reports. An initial inspection report is due within 30 days of the start of all contracts and every 60 days thereafter.
- c. Contractor Reports. In addition to the technical report, the contractor shall furnish, for the Administrative Office, a financial statement containing his costs to date and his estimated cost-to-complete.
- d. Contract Extensions. A "time only" request for extension of a contract must be done in writing and must be justified.
- e. Change of Scope. A change of scope, or a redirection of effort, may be accomplished only by a contract amendment. A request for such a change must detail the new scope and justify the change. If the original task cannot be accomplished and the proposed change, in fact, constitutes a new effort, then the contract should be terminated and a new contract written.

2. In the past some contractors have been lax in submitting reports and in attempting to complete their contracts within the time frame specified in the contract. These practices, in the future, will be minimized, if not completely eliminated, by the Office of Logistics and/or the Office of Finance by withholding payment of vouchers unless reports as required by

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the contract are up-to-date and by disallowing any charges made against the contract subsequent to the completion date of record. It should be noted that the contracts call for the completion of work and delivery of all deliverable items on or before the date stipulated in the contract.

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ROBERT M. CHAPMAN
Director of Research and Development

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